

NRCS Review Procedures for the 2006 ComSci Program Applications and Other Guidance

Review Procedures

Initial Review Process:

A NRCS Science and Technology Deputy Area representative will review all received applications to determine whether all required documents are included and if the application qualifies for further review.

Supplemental Review Process:

A team of selected NRCS Deputy Chiefs will review and rank those applications that were complete and that meet ComSci Program qualification requirements. The ranking of applications will be based on an evaluation of the applicant's qualifications, accomplishments and potential for career growth as related to the purpose and requirements of the ComSci Program.

From this review, the team will recommend one or more applications for signature to the appropriate NRCS Deputy Chief for referral to the U.S. Department of Commerce ComSci Program.

Other Guidance Regarding Your Application

Regarding Your Application:

1. Identify that your application is for the 2005 ComSci Program.
2. Do not send position descriptions, manuscripts, personal endorsements, training certificates, publications, work samples, or any other unsolicited material. They will be discarded. You may reference these items in your application, resume, or other responses.
3. Do not submit your application materials in a notebook, binder, or other cumbersome covering. It will be discarded. Cover letters are acceptable.
4. Do not use postage-paid government envelopes, messenger envelopes, Federal stamps, and Federal postage meters to file your applications. It is a violation of USDA regulations. Applications received directly or indirectly through these means will not be considered.
5. Note that application packages will not be returned to you.
6. Ensure that you make every effort to submit a professional application—it gives a positive impression. Also, make every effort to ensure your application is complete, neat, legible, error free, easy to read, and concise.

Information Required in a Federal Resume:

If you prepare a resume (in lieu of form OF-612, Optional Application for Federal Employment,), be sure you provide all of the information listed below. This is the same information that is identified on form OF-612 which can be found at

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<http://www.opm.gov/forms/html/of.htm>. You do not need to send both a form OF-612 and a resume.

Full name, mailing address and day/evening telephone numbers

Social Security Number

Country of Citizenship

Highest Federal civilian grade held, job series, and dates of employment in grade

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received.

Work experience related to the job for which you are applying:

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employers name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.).
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

References:

Resumes and other written applications must contain at least two references with current telephone numbers.

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